



April 4, 2013

Special Assistant to the President/ CEO, U.S. African Development Foundation, Washington, DC

Responsibilities: Reports directly to USADF President; Works closely with the Chief of Staff.

Office of the President Operations

1. Scheduling and Administration for the President: Screens calls and controls access. Reviews and finalizes materials for internal and external circulation.
2. Board Meetings: Responsible for meeting logistics, including production and preparation of briefing materials, public notifications, room preparation at USADF, and refreshments ordering.
3. Purchasing: Manages and handles all Legislative/ Public Affairs purchases.
4. Mailings: Sends out materials to the Board and Field Operations in Africa.
5. Trips: Prepares briefing books for USADF President and Board trips to Africa.
6. Correspondence: Drafts and finalizes letters for the President of the Agency.

External Relations/ Communications

1. Website: Updates USADF.gov with grant data, press releases, and contract solicitations
2. Press Releases: Writes PRs for special events and distributes electronically.
3. Contacts: Builds and maintains electronic database: Press, Hill, USG, NGO, African ambassadors
4. Background material: Researches and prepares briefing materials for guests, visits and meetings; Drafts new materials as requested; Organizes Country Portfolio briefing sheets; Contributes to external fund raising initiatives.
5. Outside Guests Speakers at USADF: Initiates and arranges for speakers. Coordinates logistics and follow-up (arranges room, sends internal invites, orders lunch, provides materials, interacts with guests, and follows up (examples: All Africa.com, Ambassadors, Grantees, etc.)
6. NGO stakeholder networking: May attend relevant African development events; Brings to OTP's attention possible synergies and builds relationships.
7. Congressional liaison: May attend Congressional hearings on foreign relations, budget and Africa specific issues; Delivers materials to offices; Tracks and provides news and Hill data.
8. Printing: Oversees and manages all large order printing for OTP and USADF, such as the CBJ, Calendars, Grant summaries, and business cards. Drafts some content.
9. Photography: Responsible for formal photo opportunities at USADF.
10. Framing and Awards: Internal and external recipients -- Responsible for preparing content and finalizing awards, certificates, photos in main conference room, maps, etc. ceremonial items.
11. info@usadf.gov: Monitors and responds to info@usadf.gov email address. Includes general inquiries, program grant requests, employment requests, new country entry, etc.
12. Grant Requests: Replies to unsolicited inquiries for grant applications, directly or via HQ staff.

Interested Applicants: Email info@usadf.gov by April 16, 2013 with your letter of interest, resume, NCE, and writing sample (1 page only - a press release or announcement preferred – you can create 1).

Questions? MRivard@usadf.gov